

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0605***

**FLSA: Exempt**

**CLASSIFICATION TITLE: CHIEF MAINTENANCE MECHANIC**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory/skilled work functions associated with repair and maintenance of treatment plant, systems, equipment, and related facilities.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; evaluates effectiveness of maintenance procedures.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures staff adherence to established safety procedures; utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Supervises mechanical/electrical repair and maintenance on buildings, machinery and equipment at treatment plant, pumping stations, storm water stations, oxygen plant, digester, press and centrifuge buildings, and machine shop.

Coordinates and monitors mechanical maintenance work performed by outside contractors.

Implements maintenance plans and procedures; develops/implements schedules for preventive/corrective maintenance activities.

Diagnoses, installs, disassembles, maintains, and repairs plant buildings, equipment, pumps, engines, motors, generators, controls, and other machinery, which may include gear reducers, blowers, air compressors, heat exchangers, gas valves, gas traps, flame regulators, presses, lime slakers, rake bars, tanks, conveyor belts, air conditioners, and centrifuges.

Supervises and assists in performing various repair/maintenance tasks, which may include troubleshooting equipment malfunctions, troubleshooting electrical problems, rebuilding/aligning motors/pumps, rebuilding gear boxes, cutting/fitting pipes, repairing/replacing valves, repairing chemical lines, repairing sewage presses, replacing mechanical parts, repairing filter presses, changing filters, welding/fabricating metal parts and components, cleaning tanks, cleaning wet wells, digging holes/ditches, and lifting/moving heavy materials.

Operates a variety of machinery, equipment, and tools associated with department projects, which may include a overhead crane, hydraulic crane, flush truck, dump truck, tractor, forklift, air compressor, hydraulic jack, air wrench, pressure washer, air conditioner, heater, generator, pump, drill, drill press, offset press, band saw, skil saw, welder, torch, grinder, vibration meter, micrometer, gauges, pick, shovel, plumbing tools, electrician tools, mechanic tools, calibration equipment, and diagnostic instruments.

Inspects/tests machinery, equipment and parts for proper operations; makes adjustments, repairs or replacements as appropriate; reports problem situations.

Supervises general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Monitors inventory levels of parts, equipment, tools, or supplies; initiates orders for new or replacement materials; purchases or picks up parts and materials.

Assists in developing and implementing departmental budget; monitors expenditures.

Prepares or completes various forms, correspondence, reports, logs, work orders, purchase orders, performance appraisals, payroll sheets, and other documents.

Receives various forms, reports, work orders, invoices, paychecks, job applications, incident/accident reports, blueprints, diagrams, specifications, manuals, catalogs, or other documentation; reviews, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, contractors, vendors/suppliers, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by vocational/technical training in mechanical/electrical repair and maintenance; supplemented by three (3) to five (5) years previous experience and/or training that includes mechanical/electrical repair and maintenance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to overhaul, restore, renovate, construct, and/or rebuild equipment, machinery, or objects, requiring adherence to prescribed standards and specifications. Requires the ability to operate and control the actions of the same equipment, machinery, and/or objects.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, rain, fumes, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.